

Creating Accessible Documents & Presentations



Just use SLIDE!

S

STYLES

- **Documents - Styles are used to mark up section headings:** Section headings reveal how the information is organized and make the document easier to scan. Properly marking up section headings with styles also improves navigation for screen reader users. [Learn how to mark up headings.](#)
- **Presentations - Slide titles are descriptive and unique:** Unique, descriptive slide titles help screen reader users know where they are as they navigate a presentation. For other learners, descriptive slide titles can help them quickly skim the presentation to get a sense of its big ideas and concepts.

L

LINKS

Links are descriptive and meaningful: Screen reader users can use a shortcut to bring up a list of the links in a document. Links need to be unique and descriptive for them to make sense when they are accessed as a list, without the surrounding text for context.

[Learn how to create descriptive links](#)

I

IMAGES

Images include alternative text: Screen readers can only describe an image to someone who is blind if a text alternative is provided. Text alternatives can also make complex images easier to understand for other learners.

[Learn how to add alternative text to an image](#)

D

DESIGN

Design is perceivable and predictable: Through good design, you can reduce the amount of effort it takes your readers to process the information in a document, allowing them to focus on the meaning conveyed by the content rather than its presentation.

Best practices include:

- **Contrast:** Ensuring sufficient contrast between text and the background. [Learn how to check for sufficient colour contrast.](#)
- **Font:** Choosing a sans-serif font (one without extra ornamentation, e.g. Arial, Verdana, Calibri) for your body text.
- **Text Size:** Using a text size no smaller than 12 point
- **Line Spacing:** Using 1.5 spacing.
- **Text Formatting:** Avoid underlining or italicising text. Use bold instead.
- **Text Alignment:** Use left-alignment rather than fully-justified text. Full justification can add extra spacing between words that can be distracting to some readers.

E

EVALUATION

Evaluation is performed with an accessibility checker: Use the accessibility checker in your authoring tool if one is available to make sure your work meets basic accessibility requirements. Just remember that even the best of these automated accessibility checking tools have limitations. You should seek feedback from users of assistive technologies along with the results of accessibility checkers to ensure content is usable for all.

[Learn how to use an accessibility checker](#)